

HOW TO ACE YOUR JOB APPLICATION?

AZIAN BINTI MOHD HANAFIAH

10 FEB 2022



Speaker Profile – Azian binti Mohd Hanafiah

Has over 15 years of hands-on experience in Human Resources as HR Generalist. HR Practitioners with MNC, GLC, International NGOs, SME in various industries range from Telco, Oil & Gas, Automotive, Training & Education.

She is certified National Competency Standard (NCS) Train the Trainer

She is certified HRDCorp Train the Trainer

She is certified with Advance Certificate Human Resource Management from Society Human Resource Management (SHRM, US)

Currently Human Resource & Talent Acquisition Manager with Eduk8u Asia Grad School
Training facilitator for Certified Payroll Program – Certified HRDCorp Program.



This Photo by Unknown Author is licensed under [CC BY-SA](#)

Job Application is two-way process.

Company will be looking to see if you are the right for them.

You need to see if they are right for you

1

APPLYING FOR THE JOB – DO YOU WANT A JOB OR A CAREER?

- FOCUS ON YOUR JOB SEARCH – RESEARCH, RESEARCH, RESEARCH
- DO YOU JUST WANT TO HAVE A JOB – TO GAIN SOME EXPERIENCE OF FOR SURVIVAL?
- IS THIS THE RIGHT JOB – DOES THIS JOB ABLE TO ADD VALUE TO YOUR CURRENT SKILLS, GROW YOUR KNOWLEDGE AND RESPONSIBILITY AND EVENTUALLY THIS IS YOUR CAREER PLAN
- YOU WANT TO HAVE CAREER & YOU ARE SELECTIVE IN YOUR JOB SEARCH?
- CHOOSE THE RIGHT SECTOR: GOV, MNC, SME, NON-PROFIT, GIG-ECON
- WHAT IS REALLY IMPORANT TO YOU AT THE END OF THE DAY?
- YOUR VALUES – IS THIS IMPORTANT WHEN APPLYING FOR JOBS?



**RECOMMENDATION – MAKE YOUR OWN DECISION MATRIX
- LIST OF WHAT IS IMPORTANT – WHAT YOU ARE LOOKING FOR**

2

HOW TO PRESENT YOUR RESUME / CV – MAKE IT STAND OUT FOR THE RIGHT REASONS

- FOCUS ON YOUR JOB SEARCH
- DO YOU JUST WANT TO HAVE A JOB – TO GAIN SOME EXPERIENCE OF FOR SURVIVAL?
- IS THIS THE RIGHT JOB – DOES THIS JOB ABLE TO ADD VALUE TO YOUR CURRENT SKILLS, GROW YOUR KNOWLEDGE AND RESPONSIBILITY AND EVENTUALLY THIS IS YOUR CAREER PLAN
- YOU WANT TO HAVE CAREER; THEREFORE, YOU ARE SELECTIVE IN YOUR JOB SEARCH?
- WHAT IS REALLY IMPORANT TO YOU AT THE END OF THE DAY?
- YOUR VALUES – IS THIS IMPORTANT WHEN APPLYING FOR JOBS?



**RECOMMENDATION – MAKE YOUR OWN DECISION MATRIX
- LIST OF WHAT IS IMPORTANT – WHAT YOU ARE LOOKING FOR**

continue..

**YOUR RESUME/
CV, & COVER
LETTER,

THINGS THAT
MAY ANNOY
RECRUITERS**

★ **RECOMMENDATION: MAKE YOUR RESUME/CV STANDS OUT FOR THE RIGHT REASONS, TO BE IN THE SHORTLISTED INTERVIEW LIST.**

★ If you have **changing careers** or have a few employment gaps, the **skills-based CV** is recommended, as it focuses on your skills rather than your work history.

THINGS THAT MAY ANNOY RECRUITERS

- Employment History : Not chronologically in order – Always start with Current Position and backwards.
- Using One standard CV/Resume/ Cover letter fit all job application
- Not using more action Verb to attract recruiters' example, “led”, “managed”, “organized”
- Spelling Mistakes / Grammar Mistakes / Not Proof Reading
- Focus to much on job responsibilities but not the achievement and maybe too many pages - *Last 10 years working experience.
- Applying for the position when your qualification or experience is not relevant

3

PREPARING FOR THE INTERVIEW

- DO YOU ALWAYS FEEL NERVOUS? PRACTICE, PRACTICE, PRACTICE
- KNOW YOURSELF. DO YOU NEED CHECKLIST? WHAT MAKE YOU CONFIDENT, CALM AND COLLECTED? INFORMATION, KNOWLEDGE.
- KNOW THE LOCATION OF INTERVIEW, PLAN YOUR JOURNEY TO THE LOCATION.
- PREPARE YOUR LIST OF QUESTIONS FOR THE INTERVIEW.
*CULTURE, CAREER PROGRESSION, WHAT IS THE NORMAL DAY TO DAY THIS POSITION LOOK LIKE? Etc.



RECOMMENDATION – READ AGAIN ON THE JOB DESCRIPTION OR THE JOB ADVERTISEMENT – ASK THE REASONS FOR THIS POSITION IS ADVERTISED

4

COMPETENCY BASED QUESTIONS START METHODS

- WHAT IS STAR+ L
(SITUATION, TASK, ACTION, RESULT) + (LEARNING).**
- THIS TYPE OF QUESTION ASKS CANDIDATE TO RECALL AND DESCRIBE
A SPECIFIC SITUATION – YOU HAVE INVOLVED IN**
- IMPORTANT TO LOOK BACK AT THE JOB DESCRIPTION AND ADVERT.**
- MAKE A LIST OF THE EXAMPLES YOU MAY WANT TO BRING OUT FROM
AREAS OF YOUR CV. YOU MAY MAKE NOTE AS PRACTISING YOUR
ANSWER FOR THE POSSIBLE INTERVIEW QUESTION.**
- COMPETENCIES CAN BE BEHAVIOUR OR TECHNICAL.**



**RECOMMENDATION – PREPARE LIST OF WHAT IS YOUR STRENGTHS AND
WHAT IS YOUR WEAKNESSES AND PLAN YOUR ANSWER FOR THE
INTERVIEW.**

5

DAY OF THE INTERVIEW – MARKET YOUR BRAND TO THE POTENTIAL FUTURE EMPLOYER

- ❑ **BUILD RAPPORT – MAKING CONNECTION AND GETTING OFF TO A GREAT START.**
 - * ARRIVE EARLY AT LEAST 15 MIN BEFORE THE INTERVIEW START**
 - *EYE CONTACT, BE PLEASANT, DRESS FOR THE INTERVIEW, WALK WITH CONFIDENT, BODY LANGUAGE**
- ❑ **WHAT IS YOUR BRAND? HOW HEALTY IS YOUR SOCMED PROFILE? YOUR FIRST IMPRESSION OF YOU IF IMPORTANT – PORTRAY YOUR PERSONALITY AND SKILLS – CONSISTANT WITH YOUR SOCIAL MEDIA, YOUR RESUME AND OTHERS INFORMATION WHICH THEY HIRING MANGER MAY HAVE.**
- ❑ **WHAT IS YOUR ELEVATOR PITCH – 30 SECONDS (INTRODUCE YOURSELF, SUMMARIZE YOUR BACKGROUND, LIST OF STRENGTHS AND SKILLS. POSITION YOU ARE LOOKING FOR.**
- ❑ **MARKET YOUR SKILLS AND ABILITIES TO HIRING MANAGER**



RECOMMENDATION – KEEP TO THE POINT. FACTS.

6

6.AFTER THE INTERVIEW – OFFER, NEGOTIATION (MAKE IT COUNT) OR START ALL OVER AGAIN.

- FANSTASTIC THAT YOU HAVE BEEN OFFERED THE POSITION, NOW MAKE YOUR DECISION. REMEMBER INTERVIEW IS A TWO-WAY PROCESS. IF YOU HAVE DOUBT, RESERVATION, ASK!**
- GET EVERYTHING THAT IS SAID – OFFERED ON SALARY & BENEFITS IN WRITING (DOCUMENTATION). NEGOTIATE IF YOU THINK YOU COULD GET BETTER OFFER (SOMETIMES, SALARY NOT THE ONLY DETERMINATION FACTORS)**
- IF YOU HAVE MULTIPLE OFFER, MAKE A LIST, WHICH JOBS ON OFFER TICKED THE MOST OF YOUR BOXES.**
- WHAT IS IMPORTANT TO YOU, WHAT ABOUT THE CULTURE? WILL YOU FIT INTO THE ORGANIZATION’S CULTURE?**
- READ THROUGH THE CONTRACT AND ANY OTHER DOCUMENTS.**



RECOMMENDATION – CHECK OUT THE CONTRACT DETAILS AND BE SURE YOU KNOW EXACTLY WHAT YOU ARE SIGNING.

7

HOW TO DEAL WITH DISAPPOINTMENT

- NO OFFER, KEEP ON TRYING, DON'T GIVE UP.
- LOOK AT THE POSSIBILITY MAYBE TO IMPROVE, LOOK WHAT WENT WELL, WHAT YOU HAVE LERNED FROM THE INTERVIEW SESSION, WHAT YOU MAY DO DIFFERENTLY. IN
- KEEP POSITIVE AND LOOK FORWARDAND ADVERT.
- CHANGE YOUR STRATEGIES, MAYBE, INSTEAD APPLY FOR PERMANENT POSITION, LOOK OUT ALSO ON THE TEMPORARY POSITION.
- GET HELP IF NEEDED, FIND CAREER COACH, OR MENTOR.



NOTE: TURNING NEGATIVES INTO POSITIVES, TAKE THE LEARNING FROM THE INTERVIEW PROCESS AND IMPROVE IT IN THE NEXT INTERVIEW.

SUMMARY

1. APPLYING FOR THE JOB – DO YOU WANT A JOB OR A CAREER?

2. HOW TO PRESENT YOUR RESUME / CV – MAKE IT STAND OUT FOR THE RIGHT REASONS

3. PREPARING FOR THE INTERVIEW – KNOW YOURSELF & KNOW THE COMPANY

4. PREPARE FOR TYPE OF INTERVIEW – COMPETENCY BASED INTERVIEW STAR + L, (SITUATION, TASK, ACTION, RESULT) + (LEARNING).

5. DAY OF THE INTERVIEW – MARKET YOUR BRAND TO THE POTENTIAL FUTURE EMPLOYER

6. AFTER THE INTERVIEW – OFFER, NEGOTIATION (MAKE IT COUNT) OR START ALL OVER AGAIN.

7. HOW TO DEAL WITH DISAPPOINTMENT

Q & A

RESOURCES

FROM JAZZ TAN'S LINKEDIN PAGE

Top 10 Sites to review your resume for free:

1. Zety Resume Builder
2. Resumonk
3. Resume dot com
4. VisualCV
5. Cvmaker
6. ResumUP
7. Resume Genius
8. Resumebuilder
9. Resume Baking
10. Enhancy

RESOURCES

FROM JAZZ TAN'S LINKEDIN PAGE

Top 10 Sites for Interview Preparation:

1. **Ambitionbox**
2. **AceTheInterview**
3. **Geeksforgeeks**
4. **Leetcode**
5. **Gainlo**
6. **Careercup**
7. **Codercareer**
8. **InterviewUp**
9. **InterviewBest**
10. **Indiabix**

Thank You

AZIAN MOHD HANAFIAH

[HTTPS://WWW.LINKEDIN.COM/IN/AZIAN-M-74581081](https://www.linkedin.com/in/azian-m-74581081)